



ASSISTANT DIRECTOR OFFICE OF THE DISTRICT ATTORNEY

SALARY RANGE

\$43.18 - \$66.91 Hourly
\$3,454.40 - \$5,352.80 Biweekly
\$7,484.53 - \$11,597.73 Monthly
\$89,814.40 - \$139,172.80 Annually

JOB SUMMARY:

This is an exempt position which serves at the will of the Clark County District Attorney. The successful candidate reports directly to the District Attorney. This position is responsible for the supervision of staff involved in administrative, fiscal and technical support of approximately 750 department employees, through one or more levels of subordinate supervision. This position also assists in the direction and management of specific units of the office through subordinate supervisors and managers.

This class is distinguished from the District Attorney in that the latter has overall management responsibility for all activities of the District Attorney's Office. It is distinguished from the Assistant District Attorneys in that they have responsibility for specific legal unit activity in the District Attorney's Office.

MINIMUM REQUIREMENTS:

Education and Experience: Bachelor's Degree in Business, Public Administration, Finance, Criminal Justice, or a field related to the work AND six (6) years of full-time administrative and/or professional level experience in a legal or related environment, including three (3) years, which were in a management capacity. Possession of an advanced degree in an appropriate field is highly desirable. Equivalent combination of formal education and appropriate related experience may be considered.

Background Investigation: Employment is contingent upon the results of a background investigation, which may include both a pre- and post-offer background check for positions within the District Attorney's Office, and a test for controlled substances.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

Note: A cover letter and resume is required for this position. Applicants may be invited to the next step in the selection process based on specific criteria in their resume. Experience in the administration of a large-scale government agency is preferred.

To apply for this opportunity, please email your cover letter and resume to Jobs@ClarkCountyDA.com. If you are selected to participate in the interview process, you will be notified no later than July 20, 2018.

Application deadline: July 9, 2018 (no exceptions).

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Plans, organizes, administers, reviews and evaluates the activities of professional, technical and support staff through subordinate managers and supervisors in the following units: Bad Check, Finance, Human Resources, Information Technology, and the Victim Witness Assistance Center.

OTHER DUTIES AND RESPONSIBILITIES: Receives, investigates and resolves employee and client complaints affecting business operations. Advises the District Attorney on organizational and personnel issues and assists in developing and implementing policy and procedural changes. Works closely with stewards and members of the following employee associations: Service Employee International Union (SEIU) Supervisors and Non-Supervisors, District Attorney Investigator Association (DAIA) and the Clark County Prosecutors Association (CCPA). Oversees, directs and coordinates all investigations, discipline and Step-One Hearings for support staff and assists the District Attorney, Assistant District Attorneys and County Counsel in the investigations and discipline of attorneys. Works closely with the County Human Resource Analysts (Labor and Recruitment). Serves as liaison with members of other departments regarding Countywide matters; problem resolution, and on other county issues. Represents the District Attorney at various meetings and serves on various countywide and departmental task forces and/or committees as assigned. Performs special projects and/or assignments as directed by the District Attorney, and other duties related to the District Attorney's Office. Drives a county or personal motor vehicle or arranges for appropriate transportation to attend meetings and visit off-site County locations. Uses standard office equipment, including a computer.

PHYSICAL DEMANDS: Mobility to work in a typical office setting, use standard office equipment, and to travel to various court sites and/or other county buildings to attend meetings, or for other business purposes; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

The successful candidate must have knowledge of administrative principles and practices, including goal setting, program development and the management of employees through multiple levels of supervision. The candidate should also have the skill and ability to manage, develop and train a diverse team to implement objectives and accomplish agreed upon goals. Candidates should also possess the tools to successfully interact with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Salary Schedule: A35

Class Code: M08128

Bargaining Unit: M-PLAN (CAT 2)